

Sample CANDIDATE REFERRAL FORM

This form must be submitted by the referring employee to the applicable Human Resources Office prior to the issuance of a competitive selection certificate or prior to management's noncompetitive selection of the referred candidate.

Name of the candidate referred: _____

Title, grade and vacancy announcement number of the position to which the candidate is referred (if applicable): _____

Name of the employee making the referral: _____

I certify that I meet all eligibility criteria as specified under "Eligibility". I do not have a relationship to the candidate which violates 5 U.S.C. 3101, 5 CFR 2635.502, 18 U.S.C. 208, 5 CFR 451.105, or any other relevant federal statute or regulation.

Referrer's Signature

Date

HR Specialist Name and Date Received: _____ *(The Human Resources Office will complete)*

If the referred candidate is selected, this section must be completed by the applicable management officials:

Justification that the position is hard-to-fill:

Selecting Official's Signature

Date

I certify that the employee's performance is at least at "Meets Expectation" level after one year of employment.

Award Amount _____

Justification for the award amount:

Recommending Official Signature

Date

Approving Official Signature

Date

Privacy Act Statement

Agencies may establish awards under 5 U.S.C. 4503 and 5 CFR 451.106. Signing this form is voluntary, but failure to sign it will preclude payment of the award. It will not, however, affect the nominee from being appointed to a position offered by the Department of Energy. The use of this form is by applicable management officials and staff supporting administrative, payroll and accounting, human resource, and equal employment opportunity functions to verify proper awards processing and record-keeping to support the use of Government funds, ensure equitable treatment, monitor and oversee the use of the incentive and report the use if requested by oversight entities.

The official copy of this form will be maintained in a file labeled "Referral Bonus Award" or other similar title. The resulting SF-50 Personnel Action will be included in the OPM/GOVT-1 General Personnel Records system. Other copies may be maintained by your Departmental Element, such as by your supervisor and finance office, which is appropriate under the OPM/GOVT-1 records system.